

## **OCCUPATIONAL GROUP: Environmental and Natural Resources**

### **CLASS FAMILY: Natural Resources Police Officer**

#### **CLASS FAMILY DESCRIPTION:**

**This family of positions includes those whose purpose is to manage wildlife and enforce laws related to the protection of wildlife, requiring extensive knowledge of animal biological processes and behavior, population ecology, species identification, wildlife crime investigation, and the prosecution of violators. These positions are responsible for the enforcement and interpretation of state natural resources laws, rules and regulations provided for in the Code of West Virginia for the purpose of conservation and protection of the natural resources of the state.**

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#### **CLASS TITLE: Natural Resources Police Officer**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions are full-performance level law enforcement positions in the Division of Natural Resources and are normally supervised by a sergeant. The first year as a Natural Resources Police Officer is spent in a training capacity, which is characterized by mandatory successful completion of Basic Police Training required by the Law Enforcement Training Subcommittee and then on-the-job training through initial performance of job duties accompanied by a senior officer or supervisor with gradual assumption of more independence and authority as proficiency is demonstrated. Perform related work as required.

#### **EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Patrols assigned territory to enforce state natural resources laws, rules and regulations, paying particular attention to popular hunting and fishing areas; checks for illegal possession of fish or game; inspects fishing, trapping and hunting methods employed and checks game.
- Interprets fish and game laws to the general public encountered on patrols and to sporting clubs and other community groups, and participates in conservation education programs.
- Investigates complaints, reports of violations, forest fires, wildlife damage claims and hunting or boating accidents in accordance with state law.
- Arrests law violators and assists in the prosecution including filing warrants, testifying in court and submitting evidence; inspects boating and rafting activities on state waters to assure compliance with regulations and laws; investigates stream pollution complaints; assists with stocking programs and fish and game surveys; participates in forest fire patrol and investigation activities; and provides security services on state recreational facilities.

- Assists personnel of other DNR divisions by providing early response, if required, to secure accident scene, direct traffic and/or secure initial samples, conduct investigations or serve warrants.
- Maintains in proper condition all equipment issued, such as firearm, vehicle, motorboat, two-way radio, uniform, camera, etc.
- Reviews applications and issues licenses and permits, such as pet, importation and propagation permits, or commercial or menagerie licenses; inspects operation to insure continued compliance with conditions of the permit.
- Assists and aids in instruction of new officers during their initial field work assignments and gives support with law enforcement activities which are other than routine.
- Conducts hunter safety and motorboat safety courses.
- Assists other law enforcement agencies as directed.
- Performs chemical field tests and submits confirming samples for analysis by the laboratory.
- May collect orphaned, injured, diseased or nuisance wildlife for proper disposal, transportation or relocation.
- May assist in searches for lost hunters, drowning victims, downed aircraft, etc., or in times of disasters or emergencies, such as floods, landslides, or severe weather conditions.
- Completes daily, weekly and monthly activity reports of various types.
- May perform special security detail assignments.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of fish and game common to the state, their habitat and principles of fish, game and forest conservation.
- Knowledge of local, state and federal conservation laws, regulations and policies, enforcement techniques and judicial procedures.
- Knowledge of first aid and skill in its application.
- Skill in use and maintenance of firearms, motorboats, mobile radios, vehicles, cameras and other assigned equipment.
- Ability to establish and maintain effective working relationships with co-workers, local, state and federal enforcement officials and the general public.
- Ability to complete an accurate and thorough investigation, prepare factual reports and documentation and testify effectively before the court as a witness for the state.
- Ability to deal firmly, impartially and courteously with the public.
- Ability to track and apprehend violators of the law who may be recalcitrant and take them into custody.
- Ability to operate standard-transmission vehicles, motorboats, mobile radio, hunting, fishing and trapping equipment, and test kits.
- Ability to walk long distances in adverse weather over rugged terrain.
- Ability to lift, carry for considerable distances and load heavy and awkward objects, including equipment and large animals, such as full-grown deer.
- Ability to communicate for the purpose of obtaining, imparting or exchanging information, both written and oral, and carry out instructions.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university.

**Education & Experience Substitution:** Employment for a period of four (4) years as a law enforcement officer as certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST); **OR** an associate degree from a regionally accredited college or university in natural sciences, law enforcement, criminology or criminal justice plus two years of military police service or two years continuous employment as a law enforcement officer certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST).

**Special Requirements:** Must be licensed to operate a motor vehicle in West Virginia.

Must be able to swim 37 ½ yards fully clothed. Must pass periodic firearms qualification and may be required to pass annual physical examinations. Must pass a physical examination, psychological evaluation and a polygraph examination designed to determine applicant's fitness for Natural Resources Police Officer and general law enforcement duties.

**Note:** The probationary period for Natural Resources Police Officers shall be one year from the date of certification by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction. If certified at the time of employment, the probationary period shall be one year from date of employment. If selected, applicant must present certifications as stipulated in Section 2, Article 7, Chapter 20, of the Code of West Virginia

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**CLASS TITLE: Natural Resources Police Officer, Corporal****DISTINGUISHING CHARACTERISTICS:**

These positions perform many of the same duties as does a Natural Resources Police Officer, but have wider latitude for independent action. A corporal may act as an assistant to a higher-ranking police officer. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Patrols assigned territory to enforce state natural resources laws, rules and regulations, paying particular attention to popular hunting and fishing areas; checks for illegal possession of fish or game; inspects fishing, trapping and hunting methods employed and checks game.
- Interprets fish and game laws to the general public encountered on patrols and to sporting clubs and other community groups, and participates in conservation education programs.
- Investigates complaints, reports of violations, forest fires, wildlife damage claims and hunting or boating accidents in accordance with state law.
- Arrests law violators and assists in the prosecution including filing warrants, testifying in court and submitting evidence; inspects boating and rafting activities on state waters to

assure compliance with regulations and laws; investigates stream pollution complaints; assists with stocking programs and fish and game surveys; participates in forest fire patrol and investigation activities; and provides security services on state recreational facilities.

- Assists personnel of other DNR divisions by providing early response, if required, to secure accident scene, direct traffic and/or secure initial samples, conduct investigations or serve warrants.
- Maintains in proper condition all equipment issued, such as firearm, vehicle, motorboat, two-way radio, uniform, camera, etc.
- Reviews applications and issues licenses and permits, such as pet, importation and propagation permits, or commercial or menagerie licenses; inspects operation to insure continued compliance with conditions of the permit.
- Assists and aids in instruction of new officers during their initial field work assignments and gives support with law enforcement activities which are other than routine.
- Conducts hunter safety and motorboat safety courses.
- Assists other law enforcement agencies as directed.
- Performs chemical field tests and submits confirming samples for analysis by the laboratory.
- Completes daily, weekly and monthly activity reports of various types.
- May collect orphaned, injured, diseased or nuisance wildlife for proper disposal, transportation or relocation.
- May assist in searches for lost hunters, drowning victims, downed aircraft, etc., or in times of disasters or emergencies, such as floods, landslides, or severe weather conditions.
- May perform special security detail assignments.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state and federal conservation laws, regulations and policies, enforcement techniques and judicial procedures.
- Knowledge of first aid and skill in its application.
- Skill in use and maintenance of firearms, motorboats, mobile radios, vehicles, cameras and other assigned equipment.
- Ability to establish and maintain effective working relationships with co-workers, local, state and federal enforcement officials and the general public.
- Ability to complete an accurate and thorough investigation, prepare factual reports and documentation and testify effectively before the court as a witness for the state.
- Ability to deal firmly, impartially and courteously with the public.
- Ability to track and apprehend violators of the law who may be recalcitrant and take them into custody.
- Ability to operate standard-transmission vehicles, motorboats, mobile radio, hunting, fishing and trapping equipment, and test kits.
- Ability to walk long distances in adverse weather over rugged terrain.
- Ability to lift, carry for considerable distances and load heavy and awkward objects, including equipment and large animals, such as full-grown deer.

- Ability to communicate for the purpose of obtaining, imparting or exchanging information, both written and oral, and carry out instructions.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university.

**Experience:** 1 year of experience as a certified West Virginia Natural Resources Police Officer.

**Education & Experience Substitution:** Employment for a period of four (4) years as a law enforcement officer as certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST); **OR** an associate degree from a regionally accredited college or university in natural sciences, law enforcement, criminology or criminal justice plus two years of military police service or two years continuous employment as a law enforcement officer certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST).

**Special Requirements:** Must be licensed to operate a motor vehicle in West Virginia. Must be able to swim 37 ½ yards fully clothed. Must pass periodic firearms qualification and may be required to pass annual physical examinations. Must pass a physical examination, psychological evaluation and a polygraph examination designed to determine applicant's fitness for Natural Resources Police Officer and general law enforcement duties.

**Note:** If selected, applicant must present certifications as stipulated in Section 2, Article 7, Chapter 20, of the Code of West Virginia.

#### **CLASS TITLE: Natural Resources Police Officer, Sergeant**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions typically have responsibility for several counties within a district, and typically supervise Natural Resources Police Officers. There are normally three field sergeant positions in each district. Also, there are normally two additional sergeant positions in each district: one serving as district hunter/boating safety education coordinator and one serving as litter control officer. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises law enforcement activities in an assigned territory to enforce State Natural Resources Law, and Rules and Regulations, travels throughout assigned territory to insure the effective performance of the officers.
- Patrols assigned territory and conducts intensive or difficult investigations.
- Trains and monitors the activities of subordinate officers by maintaining contact with each officer and regularly reviewing all activity reports submitted.

- Promotes a continuous education program for sporting, civic and community groups through lectures, slides, demonstrations and exhibits on the various phases of conservation and enforcement programs.
- Arrests law violators and assists in the prosecution including filing warrants, testifying in court and submitting evidence.
- Inspects boating and rafting activities on state waters, investigates stream pollution complaints and suspicious forest fire occurrences.
- Monitors subordinates' use and maintenance of assigned equipment, materials and supplies to insure proper care and recommends corrective measures.
- Completes administrative reports such as: activity, deer mortality, prosecutions, vehicle, complaints, illegal hunting, and performance evaluation reports on subordinates.
- May conduct hunter safety and motorboat safety courses.
- May serve as a district hunter/boating education coordinator and supervise and coordinate the activities of a cadre of volunteer instructors in the hunting and boating education programs.
- May serve as the Regional Training Officer and conduct required in-service training for all Natural Resource Police Officer positions and special Natural Resources Police Officer positions. (In order to serve in this capacity, officers must first demonstrate an ability to shoot in the 90th percentile or better on the required firearms qualification course).

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state and federal conservation laws, regulations, and policies, enforcement techniques and judicial procedures.
- Knowledge of fish and game common to the state and their habitat.
- Knowledge of the basic principles of fish, game and forest conservation.
- Knowledge of the principles and practices of personnel management and public administration, with specific knowledge of West Virginia Division of Personnel Administrative Rules and Regulations.
- Knowledge of first aid and skill in its application.
- Skill in use and maintenance of firearms, motorboats, mobile radios, vehicles, cameras, and other standard equipment.
- Ability to complete an accurate and thorough investigation and prepare factual reports and documentation within the legal rules of evidence.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, superiors, local, state, and federal enforcement officials and the general public.
- Ability to plan, coordinate and supervise the work of subordinates.
- Ability to deal firmly, impartially and courteously with the public.
- Ability to communicate, orally and in writing, for the purpose of obtaining, imparting or exchanging information.
- Ability to keep accurate records and write reports in a clear, concise form.
- Ability to walk long distances in adverse weather over rugged terrain.
- Ability to lift, carry for considerable distances, and load heavy and awkward objects, including equipment and large animals, such as full-grown deer.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university.

**Experience:** 2 – 3 years of experience as certified West Virginia Natural Resources Police Officer.

**Education & Experience Substitution:** Employment for a period of four (4) years as a law enforcement officer as certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST); **OR**, an associate degree from a regionally accredited college or university in natural sciences, law enforcement, criminology or criminal justice plus two years military police service, or two years continuous employment as a law enforcement officer certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST).

**Special Requirements:** Must be licensed to operate a motor vehicle in West Virginia. Must pass periodic firearms qualification and may be required to pass annual physical examinations. Must be able to swim 37 1/2 yards fully clothed.

**Note:** If selected, applicant must present certifications as stipulated in Section 2, Article 7, Chapter 20 of the Code of West Virginia.

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**CLASS TITLE: Natural Resources Police Officer, Lieutenant****DISTINGUISHING CHARACTERISTICS:**

These positions typically have responsibility for procurement, responding to public areas of concern, field investigations, and other areas under the direction of a Captain. They typically supervise Natural Resources Police Officer Sergeants and Officers. There is normally one lieutenant position in each of the Division of Natural Resources districts. Also, there are normally two Lieutenant positions in the central office: one serving as statewide education coordinator and one serving as logistics officer. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises law enforcement activities in an assigned territory to enforce State Natural Resources Law, and Rules and Regulations; travels throughout assigned territory to insure the effective performance of the officers.
- Promotes public interest in conservation and enforcement through lectures, news releases, demonstrations, and exhibits.
- Interprets laws, rules and regulations and applies such interpretation to specific cases or situations.
- Evaluates employee work performance and counsels employees; makes recommendations regarding training needs, officer advancements, or disciplinary actions.
- Supervises or conducts sensitive intensive investigations and organizes special patrols, when necessary, within the district.

- Arrests law violators and assists in the prosecution including filing warrants, testifying in court and submitting evidence.
- Prepares clear, accurate and informative reports containing findings, conclusions and recommendations.
- Monitors subordinates' use and maintenance of assigned equipment, materials and supplies to insure proper care and usage.
- Prepares informational material to be distributed to subordinates and the general public concerning law enforcement programs.
- Inspects boating and rafting activities on state waters, investigates stream pollution complaints and suspicious forest fire occurrences.
- May conduct hunter safety or motorboat safety courses.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state and federal conservation laws, regulations, and policies, enforcement techniques and judicial procedures.
- Knowledge of fish and game common to the state and their habitat.
- Knowledge of the basic principles of fish, game and forest conservation.
- Knowledge of the principles and practices of personnel management and public administration, with specific knowledge of West Virginia Division of Personnel Administrative Rules and Regulations.
- Knowledge of first aid and skill in its application.
- Skill in use and maintenance of firearms, motorboats, mobile radios, vehicles, cameras, and other standard equipment.
- Ability to complete an accurate and thorough investigation and prepare factual reports and documentation within the legal rules of evidence.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, superiors, local, state, and federal enforcement officials and the general public.
- Ability to plan, coordinate and supervise the work of subordinates.
- Ability to deal firmly, impartially and courteously with the public.
- Ability to communicate, orally and in writing, for the purpose of obtaining, imparting or exchanging information.
- Ability to keep accurate records and write reports in a clear, concise form.
- Ability to walk long distances in adverse weather over rugged terrain.
- Ability to lift, carry for considerable distances, and load heavy and awkward objects, including equipment and large animals, such as full-grown deer.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university with preference given to majors in natural sciences, law enforcement, criminology or criminal justice.

**Experience:** 3 – 4 years of experience as certified West Virginia Natural Resources Police Officer.

**Education & Experience Substitution:** Employment for a period of four (4) years as a law enforcement officer as certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of



Directors of Law Enforcement Standards and Training (ADLEST); **OR**, an associate degree in natural sciences, law enforcement, criminology or criminal justice plus two years military police service, or two years continuous employment as a law enforcement officer certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST).

**Special Requirements:** Must be licensed to operate a motor vehicle in West Virginia. Must pass periodic firearms qualification and may be required to pass annual physical examinations. Must be able to swim 37 1/2 yards fully clothed.

**Note:** If selected, applicant must present certifications as stipulated in Section 2, Article 7, Chapter 20 of the Code of West Virginia.

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### **CLASS TITLE: Natural Resources Police Officer, Captain**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions typically have responsibility for a district. A position in this class may be stationed in headquarters to administer specific statewide programs at a level consistent with the classification. The positions normally supervise Natural Resources Police Officer Lieutenants, Sergeants, and Officers. For Division of Natural Resources law enforcement purposes, the state is divided into districts, comprised of eight or more counties. Perform related duties as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Coordinates and supervises work within a specific law enforcement program or district.
- Interprets laws, rules and regulations and applies such interpretation to specific cases or situations.
- Promotes public interest in conservation and enforcement through lectures, news releases, demonstrations, and exhibits.
- Prepares informational material to be distributed to subordinates and the general public concerning law enforcement programs.
- Evaluates employee work performance, counsels employees, recommends training, advancements or disciplinary actions.
- Prepares clear, accurate and informative reports containing findings, conclusions and recommendations.
- Compiles administrative, activity, and other reports for submission to superiors.
- Consults and recommends to administrators proposed changes in policy and/or work procedures.
- Represents the department at various meetings, seminars and other gatherings.
- Arrests law violators and assists in their prosecution which includes the filing of warrants, testifying in court and submitting any requested material or evidence.
- Monitors subordinates' use and maintenance of assigned equipment, materials and supplies to insure proper care and use.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state and federal conservation laws, regulations, and policies, enforcement techniques and judicial procedures.
- Knowledge of agency rules, regulations and procedures and ability to apply this knowledge to complex work problems.
- Knowledge of the principles and practices of personnel management and public administration, with specific knowledge of West Virginia Division of Personnel Administrative Regulations.
- Skill in the use and demonstration of firearms, motorboats, and hunting and fishing equipment.
- Ability to plan, coordinate, and supervise the activities of others.
- Ability to establish and maintain effective working relationships with subordinates, co-workers, superiors, local, state and federal enforcement officials and the general public.
- Ability to communicate for the purpose of obtaining, imparting or exchanging information, clearly and concisely, both orally and in writing.
- Ability to keep accurate records, to analyze and evaluate data, and to prepare comprehensive reports.

## **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university with preference given to majors in natural sciences, law enforcement, criminology, or criminal justice.

**Experience:** 5 – 7 years of experience as a certified West Virginia Natural Resources Police Officer, including 2 - 3 years in a supervisory capacity.

**Education & Experience Substitution:** Employment for a period of four (4) years as a law enforcement officer as certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST); **OR** an associate degree in natural sciences, law enforcement, criminology or criminal justice plus two years military police service, or two years continuous employment as a law enforcement officer certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST).

**Special Requirements:** Must be licensed to operate a motor vehicle in West Virginia. Must be bonded in West Virginia. Must complete annual pistol qualifications and annual physical exam. Must be able to swim 37 1/2 yards fully clothed.

**Note:** If selected, applicant must present certifications as stipulated in Section 2, Article 7, Chapter 20 of the Code of West Virginia.

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## **Natural Resources Police Officer, Major**

### **DISTINGUISHING CHARACTERISTICS:**

This position is responsible for planning, conducting and monitoring field operations, inspections of personnel and equipment; recommends allocation of resources, assuring proper emphasis on

wildlife law enforcement, poaching prevention and enforcement measures; serves as principal point of contact for district supervisors. There is one Major position which oversees the six districts in the Law Enforcement Section. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Responsible for the planning, conducting and monitoring field operations, inspections of personnel and equipment; recommends allocation of resources, assuring proper emphasis on wildlife law enforcement, poaching prevention and enforcement measures.
- Serves as principal point of contact for district supervisors.
- Serves as Weapon Terminal Agency Coordinator and operator with the West Virginia Automated Police Network through the West Virginia State Police.
- In the absence of the Colonel will be acting chief.
- Attends training to maintain certification as a state enforcement officer in West Virginia.
- May serve as Homeland Security liaison, to include preparation, monitoring, and administration of Homeland Security grant applications and monies.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of natural resources management.
- Knowledge of the principles and practices of personnel management and public administration.
- Ability to exercise independent judgment and delegate authority and to plan, direct, coordinate, and supervise the work of lower level personnel.
- Ability to give and receive oral and written instructions in a clear, concise manner.
- Ability to establish and maintain effective working relationships with co-workers, local and state officials, and with the general public.
- Ability to review, investigate, and submit comments and recommendations relative to change and improve policies, practices or programs within the assigned specialized field.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university with preference given to majors in natural sciences, law enforcement, criminology or criminal justice.

**Experience:** 7 – 9 years of experience as a certified West Virginia Natural Resources Police Officer, including three to 3 to 4 years in a supervisory capacity in wildlife law enforcement.

**Education & Experience Substitution:** Employment for a period of four (4) years as a law enforcement officer as certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST); **OR** an associate degree in natural sciences, law enforcement, criminology or criminal justice plus two years military police service or two years continuous employment as a law enforcement officer certified by the Law Enforcement Training Subcommittee of the Governor's Committee on Crime, Delinquency and Correction or International Association of Directors of Law Enforcement Standards and Training (ADLEST).

**Note:** If selected, applicant must present certifications as stipulated in Section 2, Article 7, Chapter 20 of the Code of West Virginia.

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**CLASS TITLE: Natural Resources Police Officer, Lieutenant Colonel**

**DISTINGUISHING CHARACTERISTICS:**

This position assists in administering a diverse statewide natural resources law enforcement program at the primary organizational level through subordinate program managers which include a large staff of professional, technical employees. Work contains a variety of independent issues relating to an aspect of organizational concern and that act upon or influence the accomplishment of the overall agency objectives. This position serves as the Deputy Chief and is directly accountable to the Natural Resources Police Officer, Chief. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assists in administering a major environmental program of the state consistent with Federal and state laws and policy and accepted principles.
- Originates and recommends to Chief (Colonel) legislation and administrative procedures as necessary to maintain conservation law enforcement activities consistent with current needs and fluctuating circumstances.
- Chairs meetings; delivers speeches; writes articles and disseminates other informational materials to explain law enforcement principles and acquaint public and private organizations with the mission, policies and regulations of the division; details the impact on activities of the law enforcement section; encourages cooperation and support, when and where necessary.
- Assists in preparation of budget requests covering staff and equipment requirements, recommends allocation of funds to law enforcement section, and approves expenditures.
- Recommends manner and method to obtain and continue state primacy in administration of federally mandated natural resources and environmental programs and maximizes federal fund eligibility.
- Attends meetings, seminars and symposiums to obtain and maintain knowledge of technical, scientific and professional advancements in law enforcement.
- Cooperates and coordinates plans and programs and activities of the section with officials of other sections, divisions, offices, local, state, interstate, and federal government entities, and interested parties and seeks agreement to resolve policy, compliance or jurisdictional issues and formulates common goals.
- Testifies at legislative, judicial, or public hearings on agency position or as a subject-matter expert in the field of conservation law enforcement. Represents agency as state representative on multi-state boards, advisory groups, etc. Represents the Chief (Colonel) on various boards and advisory groups.

- Administers and enforces laws, rules and regulations regarding conservation, development, protection, enjoyment and use of natural resources of the state for maintenance of intrinsic, ecological or beneficial value.
- Enters private lands to investigate and monitor environmental status of matters under the purview of the agency.
- Negotiates utilization of resources consistent with public interest. Revokes, suspends or modifies operational licenses or permits and may seek injunction, or criminal or civil action against violators. May initiate writs and warrants, make arrests, and/or review, recommend or develop agreements between parties.
- Researches new procedures and directs investigations to develop and formulate plans and recommendations for development, improvement, protection, preservation, regulation and use of natural resources based on predicted outcome. Directs the preparation of studies including descriptions of status, current practices and progress reports regarding natural resources conservation, utilization and protection.
- Develops, recommends and oversees the implementation of informational plans to advertise, promote and publicize state natural resources and conservation, preservation, protection and use of the natural resources consistent with state management plans.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of natural resources and environmental management sufficient to evaluate new techniques or practices covering a range of unusual, atypical, or new applications.
- Knowledge of local, state, and federal legislation; governmental relationships, organizational structure and protocols; and relevant federal and state legislative processes and judicial procedures as they relate to natural resources law enforcement.
- Knowledge of principles and practices of management including organization, planning, budgeting, staffing, training, controlling, and reporting.
- Knowledge of the principles and practices of personnel management, budget preparation, and public administration.
- Knowledge of acceptable methods and techniques used in collection, organization and evaluation of technical data.
- Skill in oral and written communications and public speaking.
- Skill in evaluating scientific investigations.
- Ability to order investigations, review technical and statistical reports, draw valid conclusions, and develop and execute appropriate action based on results obtained.
- Ability to present and defend policies where dissention or opposing views are typical and agreement or compromise are necessary.
- Ability to plan, organize, direct, control, evaluate, and coordinate a variety of programs, investigations, and administrative activities controlling natural resources and environmental development, enjoyment and hygienic preservation of nonrenewable natural resources and review performance of staff.
- Ability to follow oral and written instructions, exercise sound judgment, and work without supervision.

- Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, regulated community, supervisors, co-workers and staff.
- Ability to comprehend and interpret theory, principles, laws and regulations, policies and objectives of a scientific/technical field.
- Ability to evaluate and/or propose legislation, operational activities and emerging technology to conceive strategic plans for actualizing natural resources and environmental objectives or making administrative or policy decisions.
- Ability to exercise independent judgment, delegate authority, and evaluate the results of work performed.
- Ability to keep accurate records; write reports in a clear, concise form; and present factual material and ideas effectively.
- Ability to operate a motor vehicle in West Virginia.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university with preference given to majors in natural sciences, law enforcement, criminology or criminal justice.

**Experience:** 9 –10 years of experience as a certified West Virginia Natural Resources Police Officer, 5 - 6 years of which must have been in a supervisory capacity in wildlife law enforcement.

**Education & Experience Substitution:** Experience as described above may substitute for the education on a year-for-year basis.

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### **CLASS TITLE: Natural Resources Police Officer, Chief**

#### **DISTINGUISHING CHARACTERISTICS:**

This position serves as the principal administrative officer of a program vital to the mission of the Law Enforcement Section and the Division of Natural Resources as mandated by Chapter 20 of the State Code. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Enforces the laws of the state governing the natural resources of the state under the jurisdiction of the West Virginia Department of Natural Resources.
- Monitor the activities of the Law Enforcement Section. Set priorities and implementation of mandatory and important natural resources programs designed to meet the overall mission needs of the Division.
- Oversees, prioritizes, monitors and evaluates work of the Natural Resources Police Officers within the law enforcement section.
- Direct and supervise the work of the administrative staff, as it relates to maintain compliance with federal funding.

- Oversees all section activities to meet the needs of sportsmen and sportswomen.
- Interacts with the public, local and state law enforcement agencies and other state and federal agencies concerning policies, regulations, practices and interpretations of natural resources laws, practices, and policies.
- Makes presentations to the West Virginia Legislature and/or its members on natural resources laws and related issues.
- Responds to inquiries, and may testify at Legislative Committee meetings to clarify natural resources laws and issues.
- Reviews all federal and non-federal grant applications prior to submission.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of natural resources and environmental management sufficient to evaluate new techniques or practices covering a range of unusual, atypical, or new applications.
- Knowledge of local, state, and federal legislation; governmental relationships, organizational structure and protocols; and relevant federal and state legislative processes and judicial procedures as they relate to natural resources law enforcement.
- Knowledge of principles and practices of management including organization, planning, budgeting, staffing, training, controlling, and reporting.
- Knowledge of the principles and practices of personnel management, budget preparation, and public administration.
- Knowledge of acceptable methods and techniques used in collection, organization and evaluation of technical data.
- Skill in oral and written communications and public speaking.
- Skill in evaluating scientific investigations.
- Ability to order investigations, review technical and statistical reports, draw valid conclusions, and develop and execute appropriate action based on results obtained.
- Ability to present and defend policies where dissention or opposing views are typical and agreement or compromise are necessary.
- Ability to plan, organize, direct, control, evaluate, and coordinate a variety of programs, investigations, and administrative activities controlling natural resources and environmental development, enjoyment and hygienic preservation of nonrenewable natural resources and review performance of staff.
- Ability to follow oral and written instructions, exercise sound judgment, and work without supervision.
- Ability to establish and maintain effective working relationships with federal, state and local officials, the general public, regulated community, supervisors, co-workers and staff.
- Ability to comprehend and interpret theory, principles, laws and regulations, policies and objectives of a scientific/technical field.
- Ability to evaluate and/or propose legislation, operational activities and emerging technology to conceive strategic plans for actualizing natural resources and environmental objectives or making administrative or policy decisions.

- Ability to exercise independent judgment, delegate authority, and evaluate the results of work performed.
- Ability to keep accurate records; write reports in a clear, concise form; and present factual material and ideas effectively.
- Ability to operate a motor vehicle in West Virginia.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university with preference given to majors in natural sciences, law enforcement, criminology or criminal justice.

**Experience:** 10 - 12 years of experience as a certified West Virginia Natural Resources Police Officer, 7 – 8 years of which must have been in a supervisory capacity in wildlife law enforcement.

**Education & Experience Substitution:** Experience as described above may substitute for the education on a year-for-year basis.